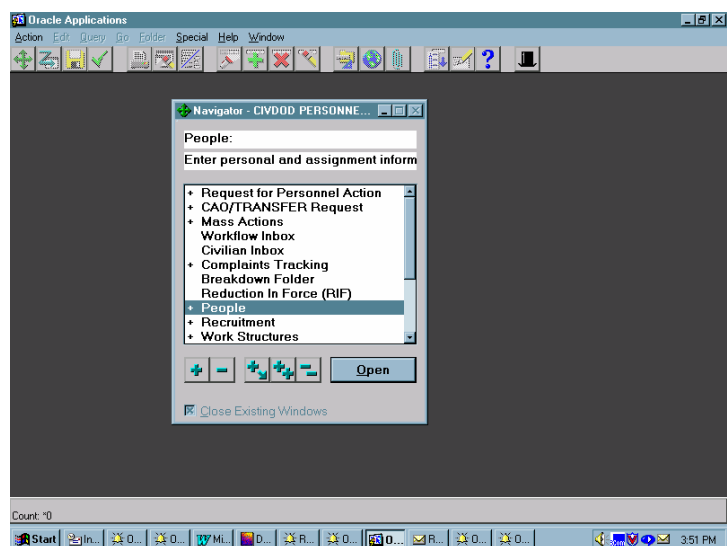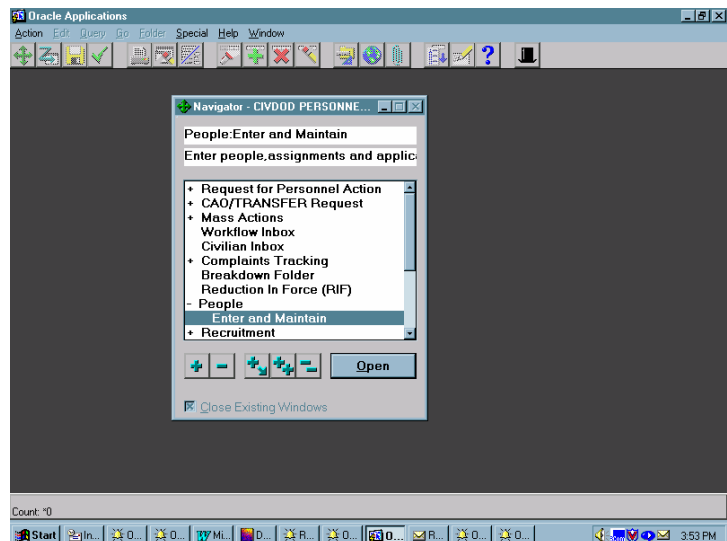**Air Force DCPDS Desk Reference**
Training History Update
HQ USAF/DPDE
28 Feb 02

Double-click on **People**.

Double-click on **Enter and Maintain**.

Enter last name of employee, or partial name followed by "%" and click on **Find**.

If there is more than one employee with the same last you will get a list of employees. Select the correct employee then click on **OK**. Beware that applicants and ex-employees are listed as well as employees. If only one person appears, continue below.

Click on **Special Information** (or keystroke Alt-N).

Either use the cursor to scroll down the list to **Completed Training** or use the following shortcut.

Shortcut:
With the cursor in the ACQ-1102 Series field under Name, press the **F7** function key on the keyboard. This will initiate query mode.

Enter **Co%**, then press the **F8** function key to execute the query.

The "**x**" in the **Information Exists** box indicates that there is existing training history data coded in the employee's record.

Click in the blank box under **Detail**.

To **add** a training history occurrence, click on the green **(+)(New Record)** on the toolbar.

Note: To **edit** or **correct** an existing training entry, find the date of the occurrence and click in the **Detail** area to open the occurrence for editing/correction.

To **delete** an occurrence, click on the **Start Date** of the course you want to delete. Click on the **Red "X"** on the toolbar. The system will ask if you really want to delete the record and will give instructions for saving the change--click **Yes** to delete the occurrence.

After entering the **Green "+"** button to add a record, a blank line with today's date highlighted will be presented. There is no need to enter the course **Start Date** or **End Date** since these fields will update automatically from the data input in the **Completed Training** Data Descriptive Flexfield (DDF). Click in the **Detail** area to open the **Completed Training** DDF.
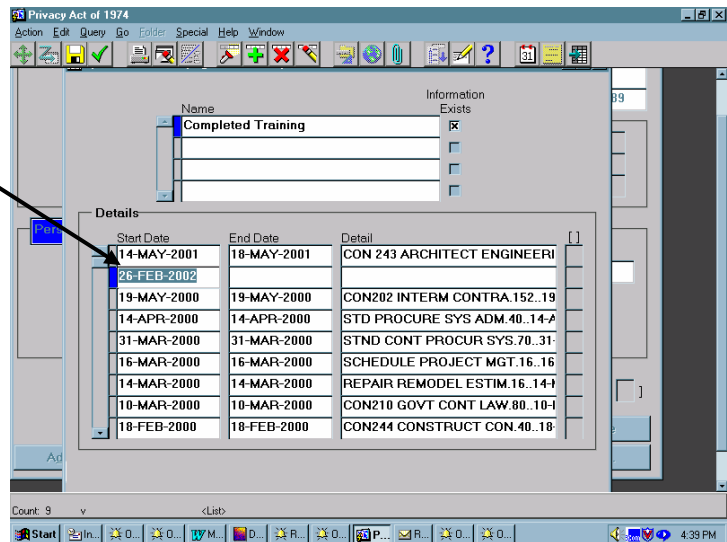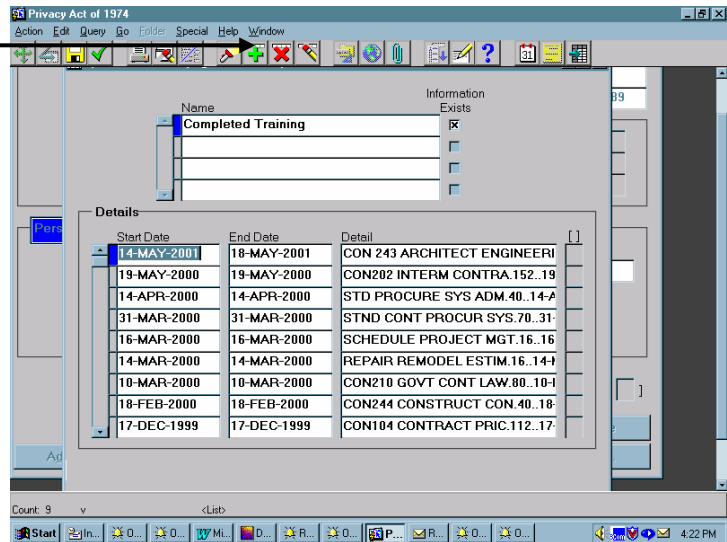
Course Title: Enter the course number and title in all caps.

Total Course Hours: 8 hours per day for each day of class. Do not include travel days.

--Credit employees with 30 hours of instruction for a 3 credit/quarter hour course and 45 hours of instruction for a 3 semester hour course. (This is based on a "clock hour" formula that states 15 clock hours are given for every semester hour. Thus, a 3-semester hour course would receive 45 clock/ instructional hours. A 3 credit/quarter hour course is equivalent to 2 semester hours and the clock/instructional hours for a 3 credit/quarter hour course would be 30 [2 semester hours x 15].)

--Code Continuing Education Units (CEU) at the rate of 10 hours for each CEU.

Class Start Date: Self-explanatory.

Class Graduation Date: Self-explanatory.

Course Grade: With the cursor in the **Course Grade** field, select the LOV button in the upper left-hand corner of the active window. Double-click on the "**S**" if the employee satisfactorily completed the course. If the training is a college course enter the appropriate grade. If the employee did not complete the course enter "**I**."

Date Withdrawn: Required for AF centrally funded training (PECs 88751 and 84753, AETC/AFIT/AU/AFATO). Usually blank unless the employee did not complete the course.

Reason for Withdrawal: Required if data entered in **Date Withdrawn**. Select the appropriate code from the LOV. For example, if an employee withdraws from SOS after two weeks because of the death of a family member, then the date of the withdrawal would be entered and the appropriate Reason for Withdrawal would be selected and entered. Associated costs would be captured.

Actual Direct Cost: Enter the amount of the registration fee.

Actual Indirect Cost: Enter the amount of the TDY settlement voucher and the amount under travel on the TDY orders (only if flying). Do not include the travel amount if the employee drove. It will be included in the TDY settlement voucher amount paid. If you add the travel amount it will be counted twice.

Actual Total Cost: Total of the **Actual Direct Cost** and the **Actual Indirect Cost**. This field should automatically populate with the total once the amounts of **Actual Direct Cost** and **Actual Indirect Cost** are entered provided you use the **Tab** key to move from one field to the other.

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Note: If the course was centrally funded by Air Education Training Command (AETC)/Air Force Institute of Technology (AFIT)/or Air University (AU) you do not put costs in the direct or indirect fields. Leave all three fields blank (i.e., Actual Total Cost, Actual Direct Cost, or Actual Indirect Cost). (If the fund cite on the TDY orders ends in 660700 (block 19) and the course is not a DAU course (see below)).

Look at the fund cite on the TDY orders. All fund cites that end with 667100 are base squadron O&M funded.

Defense Acquisition University Course (DAU) fund cites ending with 660700 are considered to be Headquarters Air Force (HAF) acquisition funded (PEC 84753). DAU course numbers begin with CON, ACQ, TST, AUD, BCE, BFM, PMT, LOG, PQM, PUR, SAM, SYS. Current Air Force procedures on DAU courses call for employees to only submit a copy of the completion certificate to training offices. Costs are tracked by the Air Force Acquisition Training Office and do not need to be entered by the training office, unless the training is unit funded.

All non-DAU fund cites ending with 660700 are considered "Other AF Funded."

Funded By Direct: Direct costs are registration fees and college tuition.

Check the DD Form 1556 block 25 to see if there is a registration fee. Also check block 14C and the remarks on the TDY orders to see if there was a registration fee.

Use:
  1   if the course is unit funded.
  3   if the course if funded by Hq Air Force (HAF),. (Does **not** include DAU courses.).
  5   if there is no cost involved.
  6   if the fund cite ends in 660700 and it is **not** a DAU course.
  8   8 if it's a DAU course totally funded through the Air Force Acquisition Training Office (AFATO)
Click **OK**

Funded By Indirect: Actual Indirect Costs are travel and per diem. Get this information from the TDY settlement voucher.

Use:

   1   if the course is unit funded.

   3   if the course if funded by Headquarters Air Force (HAF). (This includes DAU courses.) Check the course number. DAU courses begin with CON, ACQ, TST, AUD, BCE, BFM, PMT, LOG, PQM, PUR, SAM, SYS. Current Air Force procedures on DAU courses call for employees to only submit a copy of the completion certificate to training offices. Costs are tracked by the Air Force Acquisition Training Office and do not need to be entered by the training office, unless the training is unit funded.

   5   if there is no cost involved.

   6   if the fund cite ends in 660700 and it is **not** a DAU course.

Click **OK**.

Funding Source:

Use:

C   Self-development if the employee paid for the class. Credit hours for college courses
paid for by the employee are normally recorded in the education area.

D   Squadron funded

E   AETC/AFIT/AU funded.

F   Air Force/Career Program funded. This includes acquisition courses administered/
funded by Career Programs.

H   DAU courses centrally funded through the Air Force Acquisition Training Office.

G   Research, Development, Test and Evaluation (RDT&E) (appropriation 3600).

J   AFRC funded.

K   Working Capital Fund for Depot Maintenance Activity Group (DMAG - Formerly
DMIF) funded **direct** cost.

L   Working Capital Fund for Depot Maintenance Activity Group (DMAG - Formerly
DMIF) funded **indirect** cost.

X   Working Capital Fund for Supply Management Activity Group (SMAG) funded.

X   Working Capital Fund for Information Systems Activity Group (ISAG) funded. ISAG
includes the Materiel Systems Group (MSG) and Standard Systems Group (SSG).

Leave blank if none of the above apply.

Click **OK**.

Direct PEC ID (Registration Fees):
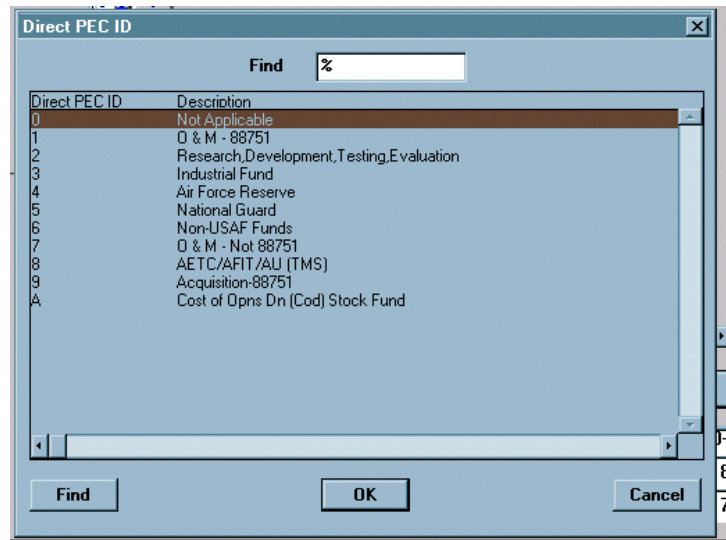
Use:

0   No registration or cost for the course itself.
1   Civilian training funds were used to pay the registration fee. (If block 29 is signed by EDM/EDS, then training funds were used.)
2   Aappropriation 3600 (RDT&E) funds were used.
3   Defense Maintenance Activity Group (DMAG – Formerly DMIF) funds were used.
4   AFRC funds were used.
5   National Guard funds used for Title 5 National Guard employee.
6   DAU funded courses administered by the Air Force Acquisition Training Office (AFATO).
7   Squadron funded registration fee. If there was a registration fee and block 29 is not signed you can assume it was squadron funded. Also look at the "Other" block and the remarks section of the TDY orders to see if a registration fee was included.
8   All fund cites ending in 660700 (except DAU courses).
9   Acquisition courses administered locally or by Career Programs, or fund cites that have 8Q16JV. **Note**: An error report has been submitted to change the description of the code to "Acquisition - 84753."
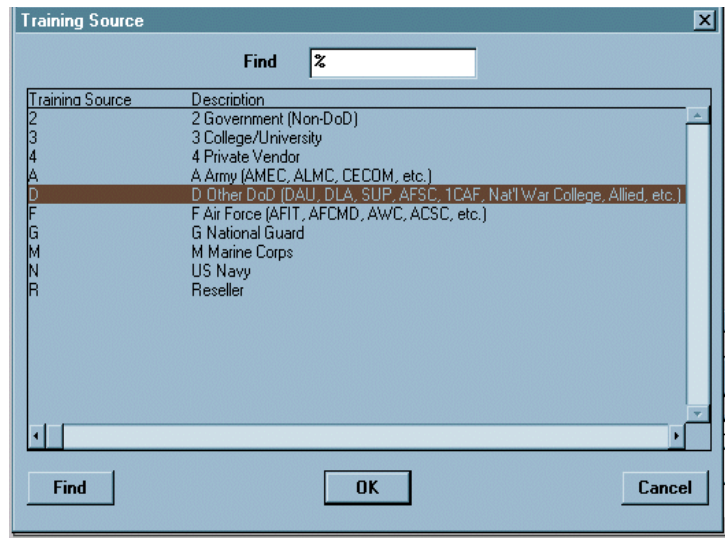
Click **OK**.

Indirect PEC ID (Transportation and   Same codes as above for indirect costs.
Per Diem):

**Training Source**: Block 20C of the DD Form 1556.

Use:
 2   Government Interagency, such as OPM courses.
 3   College/University sponsored classes.
 4   Private vendors.
 A   Army sponsored courses.
 D   Other DOD sponsored courses. (For example, DAU, USDA.)
 F   Air Force sponsored courses (AETC, AFIT, etc.).

Click **OK**.

Type: Click the LOV button in the upper left-hand corner of the Completed Training DDF. The list that will display is a combination of Navy, Army, and Air Force legacy training codes (previously known as the Table 188 codes). (The code should be documented in block 22A of the DD Form 1556). The Navy and Army codes are listed first, followed by the Air Force codes.
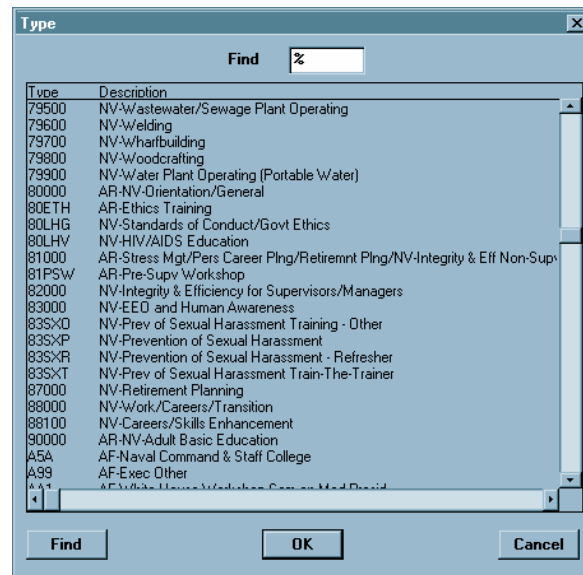
Either scroll down the list to the Air Force codes (they begin with "AF-" in the description) or type "%AF-" in the **Find** box at the top of the window and click on the **Find** button.
You can also lookup the appropriate code from Table 238/188, however these tables will not be updated with changes in training codes. Table 238 is alphabetical by course descriptions. Table 188 is alphabetical by code. **DAU courses have specific codes that "must" be used**.

Method: Block 20J on DD Form 1556.

You will normally use one of the following:

3   Seminars
4   Conference/Meetings/Symposiums
5   Correspondence Courses
7   In residence classroom
8   Class held at employee's installation
J   Anything Advance Distributed Learning other than traditional correspondence courses
S   Self-development (employee paid for the training and is updating record using course completion certificate).

Click **OK**.

Priority Indicator: See Block 20H of the DD Form 1556.

College courses will normally be priority "**3**", unless it's management directed training and the vendor happens to be a college or university. DAU and AETC courses will normally be priority "**1**."

Course Code: Leave blank.

Decision Source: Leave blank at this time. A new code will be added to the LOV to indicate courses taken in an approved "degree training program".

PCS Cost Indicator: Leave blank.

Local Code: Leave blank.

Major Claimant MAJCOM Data: Leave blank.

Activity Type: Select the appropriate course category (or related field of work). In this example, it will be **5-D Acquisition** for a DAU course.

Click **OK**.

Course Name: Leave blank.

Now that all the appropriate data element fields are completed, click **OK** at the bottom of the **Completed Training** DDF to close the window.

To save the update/edit, close the **Special Information** window by either clicking "**x**" in the upper right hand corner of the window, by clicking on "**Action**" on the top bar menu and clicking on "**Close Window,**" or by clicking on the button that looks like a yellow computer disk.

A window will open asking, "Do you want to save the changes you have made?" Select "**Yes**". A confirmation that a record was saved will pop up on the screen unless there is a problem with incomplete data. If there is a problem, you will be prompted to return to the record to make corrections, etc.

Click **OK** to close the window.

Complete follow-up documentation. *Examples*:
- Put the date you updated the training and your initials on appropriate documents.
- Clean out the training folder by removing duplicate information, fax cover sheets, etc.
- Annotate the correct costs on the DD Form 1556. Enter the amount of the registration fee in blocks 25b and 25c. Enter the amount of travel and per diem from the TDY settlement voucher (if applicable). If the employee flew to the TDY destination, add the cost of travel from the TDY settlement voucher and the travel cost from the TDY orders together.

- Enter the date the course was completed in block 36b. Enter "S" (stands for satisfactory) in block 36c. If the employee attended a college course, you would enter the grade from the grade report.
- Sign block 36d and enter today's date.
- Send advisory notification to the supervisor to update the employee's 971 file. Make sure the DD 1556 is complete with all signatures, attach a copy to notification, and mail.
- Annotate the date notification sent to the supervisor on checklist.

Table of Required Fields in the Completed Training DDF	
Course Title	**Required** (manual entry ALL CAPS)
Total Course Hours	**Required**
Class Start Date	**Required**
Class Graduation Date	**Required**
Course Grade	Optional
Date Withdrawn	**Required** for AF centrally funded training (PEC 88751/84753, AETC/AFIT/AU/AFATO)
Reason for Withdrawal	**Required** for AF centrally funded training
Actual Direct Cost	**Required** for all funding sources except AETC/AFIT/AU/AFATO
Actual Indirect Cost	**Required** for all funding sources except AETC/AFIT/AU/AFATO
Actual Total Cost	**Required** for all funding sources except AETC/AFIT/AU/AFATO
Funded By Direct	**Required** for all except self-development
Funded By Indirect	**Required** for all except self-development
Funding Source	**Required** for all funding sources
Direct PEC ID	**Required** for all funding sources
Training Source	**Required**
Type	**Required**
Method	**Required**
Priority Indicator	**Required**
Course Code	Leave Blank
Decision Source	Leave Blank
PCS Cost Indicator	Leave Blank
Local Code	Leave Blank
Major Claimant MAJCOM Data	Leave Blank
Course Category	**Required**
Course Name	Leave Blank